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GES Information and Order Forms

Show Information

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Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Servicenter Hours

Tuesday, August 7, 8:00 AM - 5:00 PM
Wednesday, August 8, 8:00 AM - 5:00 PM
Thursday, August 9, 8:00 AM - 8:00 PM

Show Information

SAAC

Booth Size: 10' x 10'
Backwall Drape: Black / Gray / Black
Sidewall Drape: Black
Aisle Carpet Color: Pepper / Red
1 - 10' x 10' Gray Carpet
1 - Wastebasket
Daily Cleaning
1 - 500 Watt Electrical Outlet
1 - Two line ID sign (7"x44") provided automatically

Brand @ SAAC

Booth Size: 10' x 10'
Backwall Drape: Black
Sidewall Drape: Black
Aisle Carpet Color: Red
1 - 10' x 10' Red Carpet
1 - Wastebasket
Daily Cleaning
1 - 500 Watt Electrical Outlet
1 - Two line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for **additional** deadlines*

Discount Deadline Date

Monday, July 16 — GES orders must be received with payment by this date.

Installation

Tuesday, August 7 — 8:00 AM - 7:00 PM

Show Hours

Wednesday, August 8 — 10:00 AM - 5:00 PM
Thursday, August 9 — 10:00 AM - 3:30 PM

Dismantle

Thursday, August 9 — 3:30 PM - 10:00 PM
Friday, August 10 — 8:00 AM - 12:00 PM

Carrier Check-in Post-Show

Thursday, August 9 — 3:30 PM

Facility Clear

Friday, August 10 — 12:00 PM — All exhibitor materials must be removed.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
Specialty Advertising Association of California
(Your Company Name & Booth Number)
5560 Katella Ave
Cypress, CA 90630
USA

Shipments should arrive on or between:

July 3 - August 1, 2012
Hours for receiving are Monday - Friday, 8:00 AM - 2:00 PM
The Advance Warehouse will be closed Wednesday, July 4th in observance of Independence Day.

Direct Shipments to Exhibit Site:

c/o GES
Specialty Advertising Association of California
(Your Company Name & Booth Number)
Long Beach Convention Center, Halls A & B
300 E Ocean Blvd
Long Beach, CA 90802
USA

Shipments should only arrive on:

August 7, 2012, 8:00 AM - 5:00 PM

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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture & Accessories
The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet
GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, and padding.

Custom Exhibits
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation & Dismantle Services
If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics
Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping
GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting & Rigging
A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' new planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to **https://ordering.ges.com**

Step 2: Find your show by typing the name of it into the search box and select it.

Step 3: Browse products and services and make your selections. When you add the first item or service into your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click into your shopping cart to complete and submit the required information.

GES National Servicenter®

The GES National Servicenter® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicenter®

Once you are at the show, the GES Servicenter® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicenter® www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Cartload for exhibitors will be available for Privately Owned Vehicles arriving or departing from showsite. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are $65.00 each way.

- A cartload is eight (8) pieces or less, weighing less than 400 lbs. total. There is one cartload allowed per booth.

Please refer to the Cartload Order Form (R-14) to place order.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone.

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Cartload for exhibitors will be available for Privately Owned Vehicles arriving or departing from showsite. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are $65.00 each way.

- A cartload is eight (8) pieces or less, weighing less than 400 lbs. total. There is one cartload allowed per booth.

Please refer to the Cartload Order Form (R-14) to place order.

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Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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Union Information

To assist you in planning your participation in your Long Beach area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union - Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Electrical Union

Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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GES Terms and Conditions of Contract

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents**: GES' agents, sub-contractors, carriers, and the agents of each; **Customer**: Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier**: Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper**: Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada**,** or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

FIRE DEPARTMENT REQUIREMENTS
FOR THE CITY OF LONG BEACH

1. Combustibles

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

2. Compressed Gas Cylinders

A. Cylinder of non-flammable gases may be used within the building providing the cylinder is secured in an upright manner.

B. The use of flammable gases (Acetylene, Hydrogen, Propane, Butane, and LPG) are strictly prohibited inside the building.

3. Cooking and Warming Devices

A. Cooking shall be accomplished with the use of U.L. approved electrical appliances.

B. The use of natural gas is acceptable only in that section of the exhibit hall outfitted for its use, and with U.L. approved appliances.

C. Sterno may be used for warming. Proper precautions shall be provided for the safety of both the vendor and the viewing public.

4. Electrical

A. All electrical wiring shall be installed and maintained in a manner acceptable to the City Electrical inspector.

B. Electrical wiring crossing an area accessible to the public shall be secured to eliminate tripping hazards.

5. Flame Retardant Treatment

A. All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, and all dried vegetation (palm fonds, corn stalks, etc.) shall be flame retarded to the satisfaction of the Long Beach Fire Department and the State Fire Marshal.

B. A State Fire Marshal's Certificate of Flame Retardancy is required, or the ability to pass the Inspector's field flame test.

C. Caution: most plastic materials cannot be made flame retardant and their use is prohibited.

6. Flammable and Combustible Liquids

A. No flammable liquids are allowed in the building.

B. When displaying a flammable or combustible product, the display container shall be empty.

7. Vehicles for Display

All motor vehicles, trucks, autos, motorcycles, boats, R.V.'s, and aircraft for display shall:

A. Disconnect battery and tape terminals

B. Have locking fuel fills caps or tape them closed.

C. Maintain ¼ full fuel tank.

D. Be inspected hourly for possible fuel leaks.

8. Two Story booths shall be reviewed on a case by case basis. Contact Fire Prevention for further information.

If you have any questions regarding the Fire Department Requirements, Please call or write the Long Beach Fire Department, 925 Harbor Plaza, Suite 100, Long Beach, CA 90802, (562) 570-2560.

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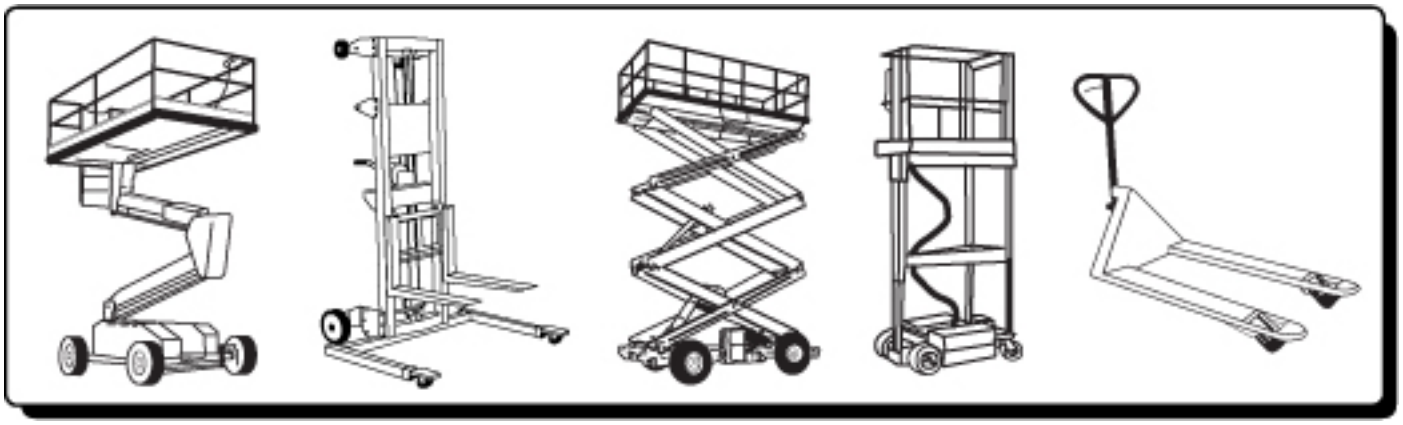
Specialty Advertising Association of California
Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

a. Supervision may be provided by the Exhibitor.
b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
   a. Commercial General Liability with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   b. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence.
   c. Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Specialty Advertising Association of California (Show Management), Specialty Advertising Association of California (Show) and Long Beach Convention Center (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.
   For your safety, be aware of the following:
   a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
   b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
   c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
   a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
   b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
   c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
   d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
   g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
   h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
   i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
   j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** | DATE (MM/DD/YY) 01/01/12

1. PRODUCER

ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

2. INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

3. INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	**000P98298-AI1**	**01/01/12**	**01/01/13**	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	**$1,000,000** **$ 50,000** **$ 5,000** **$1,000,000** **$2,000,000** **$2,000,000**
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐	**SKLS-029499S**	**01/01/12**	**01/01/13**	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	**$1,000,000** **$** **$** $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY:	**$1,000,000** **$** **$**
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	**XL1234567**	**01/01/12**	**01/01/13**	EACH OCCURENCE AGGREGATE	**$1,000,000** **$1,000,000** **$** **$** **$**
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	**A4145-SS-PJ37**	**01/01/12**	**01/01/13**	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 **$1,000,000** **$1,000,000** **$1,000,000**
D	OTHER Professional Liability	**000P98298-AI1**	**01/01/12**	**01/01/13**	**Each Occurrence & Aggregate**	**$1,000,000** **$3,000,000**

SAMPLE COPY

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Global Experience Specialists, Inc. (GES) (Official Service Provider), Specialty Advertising Association of California (Show Management), Long Beach Convention Center (Facility), and Specialty Advertising Association of California (Show) are hereby named as additional insureds, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: August 8 - 9, 2012 at city of Long Beach.

6. CERTIFICATE HOLDER	X	ADDITIONAL INSURED; INSURER LETTER: X	10. CANCELLATION
Global Experience Specialists, Inc. (GES) Exhibitor Services 5560 Katella Avenue Cypress, CA 90630			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 11. John Smith, CIC

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" from of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), Specialty Advertising Association of California (Show Management), Specialty Advertising Association of California (Show) and Long Beach Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 8, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply Global Experience Specialists, Inc. (GES) with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor_____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

_____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.
11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and Global Experience Specialists, Inc. (GES) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified “No Freight Aisle,” you or your client depending upon your billing arrangements with GES, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

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Material Handling Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 35 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

- **Late Surcharges** – May be charged an additional overtime surcharge
  a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  b. Freight shipments sent to the show after it has opened.
  c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

083011

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Get GES Transportation Plus and

Save 10%

On Material Handling

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/specialhandling.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Transportation Plus: **Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your savings with Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates**.

Price List

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 63.75 cwt	**$ 57.38 cwt**
ST/OT	$ 83.25 cwt	**$ 74.93 cwt**
OT/OT	$ 102.25 cwt	**$ 92.03 cwt**

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

	Crated Materials		*Uncrated Materials*	
	Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST	$ 63.75 cwt	**$ 57.38 cwt**	$ 102.00 cwt	**$ 91.80 cwt**
ST/OT	$ 83.25 cwt	**$ 74.93 cwt**	$ 133.20 cwt	**$ 119.88 cwt**
OT/OT	$ 102.25 cwt	**$ 92.03 cwt**	$ 163.60 cwt	**$ 147.24 cwt**

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 15.90 fee will be charged per shipment.

Important Information

Advance Shipments to Warehouse: Price includes: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 35 days (any materials stored beyond 35 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A **30%** ($50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Tue, Jul 3, 2012: Advance shipments may begin arriving at warehouse.
Wed, Aug 1, 2012: Last day for shipments to arrive at warehouse.
The Advance Warehouse will be closed Wednesday, July 4th in observance of Independence Day.

Direct Dates:
Tue, Aug 7, 2012: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Tue, Aug 7, 2012: Last day for shipments to arrive at exhibit site by 5:00 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date:_____

By Carrier:_____

Total Number of Pieces:_____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	*PRICE*	*X QUANTITY*	*= TOTAL PRICE*
Small Package, 1st Carton	$ 36.25	1	$
Small Package, Each Additional Carton	$ 8.55		$

MATERIAL HANDLING DESCRIPTION	*PRICE*	*X CWT*	*= TOTAL PRICE*
			$
A. Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

120711

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

Storage Service Order Form

R-4

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

"Full Service" Advantages After The Show
Keep Your Exhibit Materials in the Long Beach Area — Avoid Double Loading and Unnecessary Shipping Costs

Global Experience Specialists, Inc. (GES) now has available storage space in the Long Beach area with facilities and services to:

A. Receive and hold your equipment and/or exhibition materials.
B. Provide delivery services for outbound shipping and/or local delivery.
C. Facilitate interstate shipping.
D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Creative Services Department to refurbish materials between shows.

Storage Rates Are As Follows:

Storage of freight between the two events (Return to GES Warehouse)	(1000 lb. minimum) ..... $17.00 cwt.
Storage per month	minimum charge of $80.00 per month or..... $8.00 cwt.

GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

☐ ***Yes!*** We are interested in storing our exhibition materials in the Long Beach area after this show.
Please contact our representative:_____
Telephone: _____

033012

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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5

A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Specialty Advertising Association of California

NAME OF EXHIBITION *022004683*

BOOTH NUMBER

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, July 3, 2012 - Wednesday, Aug 1, 2012

The Advance Warehouse will be closed Wednesday, July 4th in observance of Independence Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Specialty Advertising Association of California

NAME OF EXHIBITION 022004683

BOOTH NUMBER

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, July 3, 2012 - Wednesday, Aug 1, 2012

The Advance Warehouse will be closed Wednesday, July 4th in observance of Independence Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Specialty Advertising Association of California

NAME OF EXHIBITION *022004683*

BOOTH NUMBER

C/O GES
Long Beach Convention Center, Halls A & B
300 E Ocean Blvd
Long Beach, CA 90802
USA

SHIPMENT SHOULD ARRIVE ONLY ON:
Tuesday, Aug 7, 2012 8:00 AM - 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 15.90 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!
EXHIBITION FREIGHT
FROM:
DIRECT SHIPMENT
TO:
FULL EXHIBITING COMPANY NAME AT SHOW
Specialty Advertising Association of California
NAME OF EXHIBITION 022004683
BOOTH NUMBER
C/O GES
Long Beach Convention Center, Halls A & B
300 E Ocean Blvd
Long Beach, CA 90802
USA
SHIPMENT SHOULD ARRIVE ONLY ON:
Tuesday, Aug 7, 2012 8:00 AM - 5:00 PM
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a $ 15.90 fee will be charged per shipment.
Carrier
Number of pieces
GES Global Experience Specialists

Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 1: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 2: Number of Labels Needed: ☐

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

*This form must be returned to GES for your order(s) to be processed.

033012

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GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER:

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:	**CITY:**	**STATE:**	**ZIP:**	**COUNTRY:**
PICK UP CONTACT:	**PHONE NUMBER:**			**FAX NUMBER:**
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				**MARK FOR WEEKEND PICK UP OR DELIVERY:** ☐ Pick Up ☐ Delivery

Delivery Information

DATE:	RECEIVING HOURS:			
DESTINATION:	**EXHIBITOR NAME:**			
SHOW NAME:	**BOOTH NUMBER:**			
STREET ADDRESS:	**CITY:**	**STATE:**	**ZIP:**	**COUNTRY:**
SHOW CONTRACTOR:	**CONTACT:**			**PHONE NUMBER:**

Method of Shipment

Ground: ☐ Less than a Truck Load ☐ Truck Load

Rates (Price Per Shipment)

Shipments 0-100 lbs.* _____ Shipments 101 lbs. and up* _____

*Subject to Applicable Surcharges

Air: ☐ Next Day ☐ 2nd Day ☐ Deferred

*** Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.**

Special Instructions
(Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*	*LIST EACH PIECE*	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces: Total Weight:

Hazardous Materials Contact Number

( ) _____ - _____

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

AUTHORIZED NAME - PLEASE PRINT	DATE

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

GES Global Experience Specialists℠

Get GES Global Transportation Plus and

Save 10%

On Material Handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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GES Logistics - International Shipping Quote Form

R-20

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

PICKUP DATE:	SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:	CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment

Type of Customs Entry:	☐ Permanent (Sold/Giveaways)		Value of Permanent Goods (US$):	$
	☐ Temporary (To Return)		Value of Temporary Goods (US$):	$
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight	☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube	☐ Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)

Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US$) (6)
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Total Gross Weight (7)	Total Value (8)
kilos	$

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $ .50 (USD) per pound per package, $ 100.00 (USD) per package or $ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

103111

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Cartload Service Order Form

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 400 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are $65.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 400 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- **Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to either the facility's main entrance or dock and ask about or watch for the Cartload Service area. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

VEHICLES THAT QUALIFY:

Sedan

Van*

Sports Utility Vehicle

Pickup**

*Passenger vans only.

**Single cab and/or short bed trucks only.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	$65.00	1	$
200506	Booth to Dock	$65.00	1	$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

VEHICLES THAT DO NOT QUALIFY:

Flatbed

Semi

Stakebed

Rentals

Trailers

Bobtail

033012

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Carpet Order Form

C-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

Go to below link to view Images and information:
http://www.ges.com/eComm/info/C1S-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

Standard Pre-Cut Carpet

Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5001	13 oz. Standard Carpet 10'x10'	**$ 154.50**	$ 231.75
5002	13 oz. Standard Carpet 10'x20'	**$ 303.75**	$ 455.75
5003	13 oz. Standard Carpet 10'x30'	**$ 468.75**	$ 703.00

Visqueen Plastic Covering for Protection

Includes installation and removal.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.	**$ 0.83**	$ 1.26

Padding

GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	**$ 1.34**	$ 1.34

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of orignal price after installation.*

Custom-Cut Carpet

Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	**$ 2.95**	$ 4.42
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 4.10**	$ 6.15
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	**$ 4.95**	$ 7.40

26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Please Indicate Choice

13 oz. Carpet Colors (Item #'s 5001, 5002, 5003, 5000 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Black
- ☐ Blue
- ☐ Blue Jay
- ☐ Burgundy
- ☐ Emerald Green
- ☐ Gray
- ☐ Pepper
- ☐ Red

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 5006 ONLY).
Dove will be provided if no color is indicated below:

- ☐ Cement
- ☐ Charcoal
- ☐ Cobalt
- ☐ Dove
- ☐ Lava Rock
- ☐ Navy
- ☐ Onyx
- ☐ Red
- ☐ Royal Blue
- ☐ Silky Beige
- ☐ Silver
- ☐ Snow

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 5007 ONLY).
Iceberg will be provided if no color is indicated below:

- ☐ Bisque
- ☐ Cabernet
- ☐ Graphite
- ☐ Iceberg
- ☐ Midnight
- ☐ Seascape
- ☐ Sterling
- ☐ Teal
- ☐ Black

Do you require electrical or utilities under the carpet?

☐ Yes ☐ No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 10'x10'		1	$
5002	13 oz. Standard Carpet 10'x20'		1	$
5003	13 oz. Standard Carpet 10'x30'		1	$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT	= TOTAL PRICE
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

A.	Total All Items Ordered	$
B.	Sales Tax: 8.75% (for Carpet Plastic ONLY) — A x 8.75% = B	$
C.	Payment Enclosed — A + B = C	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Furniture and Accessories Order Form

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

Go to below link to view images and information:
http://ges.com/ecomm/info/A1-Brochure-CORE.pdf

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Chairs		
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	**$ 86.75**	$ 130.25
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	**$ 77.75**	$ 116.75
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	**$ 60.25**	$ 90.50
300053	Stool, Contemporary, 17"W 18"D 48"H	**$ 95.75**	$ 143.75
	Tables		
300057	Table, Rectangle, 24"x36"x30" High	**$ 78.75**	$ 118.25
300056	Table, Square, 24"x24"x30" High	**$ 72.50**	$ 109.00
300059	Table, Starbase, 30" Diameter x 40" High	**$ 177.25**	$ 265.75
300058	Table, Starbase, 40" Diameter x 30" High	**$ 177.25**	$ 265.75
	Skirted Tables		
	Skirting for Tables - White Vinyl Top and Pleated Skirt		
3004	Table 4', Skirted 4 Sides, 24" x 30" High	**$ 103.25**	$ 155.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	**$ 115.50**	$ 173.50
3008	Table 8', Skirted 3 Sides, 24" x 30" High	**$ 127.75**	$ 191.75
3007	Table, Skirt 4th Side	**$ 41.75**	$ 62.50
	Skirted Counters		
	Skirting for Counters - White Vinyl Top and Pleated Skirt		
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	**$ 115.50**	$ 173.50
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	**$ 134.00**	$ 201.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	**$ 152.50**	$ 229.00
3017	Counter, Skirt 4th Side	**$ 47.75**	$ 71.50
	Risers		
300193	Riser 4', Double Tier, 48"x8"x16" High	**$ 41.75**	$ 62.50
300191	Riser 4', Single Tier, 48"x8"x8" High	**$ 29.25**	$ 44.25
300194	Riser 6', Double Tier, 72"x8"x16" High	**$ 54.00**	$ 81.00
300192	Riser 6', Single Tier, 72"x8"x8" High	**$ 41.75**	$ 62.50
	Custom Booth Drape		
3001	Drape, 3' High, Per Foot, 4' Minimum	**$ 12.40**	$ 18.65
3002	Drape, 8' High, Per Foot, 4' Minimum	**$ 14.90**	$ 22.40
	Display Furniture		
300073	Display Case 4', Corner View	**$ 428.50**	$ 643.00
300074	Display Case 4', Full View	**$ 416.75**	$ 625.25
300075	Display Case 4', Half View	**$ 416.75**	$ 625.25
300076	Display Case 4', Quarter View	**$ 416.75**	$ 625.25
300078	Display Case 5', Full View	**$ 428.50**	$ 643.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Display Furniture		
300079	Display Case 5', Half View	**$ 428.50**	$ 643.00
300080	Display Case 5', Quarter View	**$ 428.50**	$ 643.00
300082	Display Case 6', Full View	**$ 441.00**	$ 661.75
300083	Display Case 6', Half View	**$ 441.00**	$ 661.75
300084	Display Case 6', Quarter View	**$ 441.00**	$ 661.75
300088	Display Case 7', Vertical	**$ 576.50**	$ 865.00
	Accessories		
300124	Aisle Stanchion Chain, Plastic, Per Foot	**$ 3.58**	$ 5.35
300123	Aisle Stanchion, without Chain	**$ 35.75**	$ 53.75
300103	Aluminum Easel	**$ 47.75**	$ 71.50
300111	Bag Stand	**$ 66.75**	$ 100.00
300102	Coat Rack	**$ 66.75**	$ 100.00
300104	Garment Rack	**$ 66.75**	$ 100.00
300106	Literature Rack	**$ 105.00**	$ 157.50
300201	Pegboard, White, 4'x8'	**$ 115.50**	$ 173.50
300033	Pipe, 8' Upright	**$ 7.15**	$ 10.75
300107	Refrigerator	**$ 263.25**	$ 394.75
300015	Rod, 6' to 10' Telescopic	**$ 7.15**	$ 10.75
300131	Security Cage, Large, without Lock	**$ 367.50**	$ 551.00
300132	Security Cage, Small, without Lock	**$ 244.25**	$ 366.50
300120	Sign Holder, Bell Base	**$ 60.25**	$ 90.50
300108	Sign Holder, Chrome, 22"x28"	**$ 60.25**	$ 90.50
300211	Tackboard, 4'x8'	**$ 121.75**	$ 182.75
300112	Ticket Tumbler, Small, Table Top	**$ 103.25**	$ 155.00
300113	Wastebasket	**$ 14.90**	$ 22.40
300118	Waterfall Stand	**$ 66.75**	$ 100.00

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)
Gray will be provided if no color is indicated below:

☐ Beige ☐ Black ☐ Blue
☐ Burgundy ☐ Forest Green ☐ Gray
☐ Purple ☐ Red ☐ White

4th Side Table Skirt (3007 ONLY)

☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (3017 ONLY)

☐ 6' Counter ☐ 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

☐ Horizontal ☐ Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

Cancellation Policy: *Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

R033012 B2012-04-04

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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Seating - Sofas and Loveseats		
305066	Loveseat, Black Leather, 64"L 36"D 34"H	**$ 469.25**	$ 704.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	**$ 343.50**	$ 515.25
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33	**$ 564.00**	$ 846.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	**$ 1,116.00**	$ 1,674.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	**$ 1,028.75**	$ 1,543.50
305125	Sofa, Key West, Black, 85"L 35"D 33"H	**$ 383.50**	$ 575.25
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	**$ 565.50**	$ 848.25
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	**$ 481.25**	$ 722.25
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	**$ 467.50**	$ 701.50
	Seating - Club Chairs		
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	**$ 569.00**	$ 853.75
305073	Chair, Barcelona, White, 30"L 30"D 31"H	**$ 569.00**	$ 853.75
305181	Chair, Blue Suede, 39"L 34"D 33"H	**$ 373.75**	$ 560.50
305074	Chair, Cappuccino, 29"L 29"D 34"H	**$ 271.25**	$ 406.50
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	**$ 394.25**	$ 591.25
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	**$ 334.00**	$ 501.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	**$ 258.25**	$ 387.50
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	**$ 387.50**	$ 581.50
	Seating - Chairs		
305152	Chair, Altura, Guest, 25"L 20"D 34"H	**$ 216.00**	$ 324.50
305110	Chair, Brewer, Black, 20"L 20"D 32"H	**$ 107.50**	$ 161.25
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	**$ 107.50**	$ 161.25
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	**$ 226.50**	$ 339.75
305111	Chair, Jetson, 19"L 18"D 31"H	**$ 143.25**	$ 214.75
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	**$ 238.75**	$ 358.25
305113	Chair, Manhattan, 26"L 22"D 34"H	**$ 173.25**	$ 259.75
305108	Chair, New York, 23"L 32"D 33"H	**$ 145.00**	$ 217.75
305115	Chair, Panton, White, 20"L 34"D 33"H	**$ 156.25**	$ 234.50
305078	Chair, Stage, Beige, 24"L 26"D 36"H	**$ 149.75**	$ 224.75
305071	Chair, Stage, Camel, 24"L 26"D 36"H	**$ 149.75**	$ 224.75
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	**$ 149.75**	$ 224.75
305075	Chair, Stage, Red, 24"L 26"D 36"H	**$ 149.75**	$ 224.75
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	**$ 221.75**	$ 332.75
	Seating - Ottomans		
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	**$ 299.25**	$ 448.75
305089	Ottoman, Bench, White, 24"L 60"D 17"H	**$ 299.25**	$ 448.75
305085	Ottoman, Cube, Black, 17"L 17"D 18'H	**$ 78.25**	$ 117.50
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18'H	**$ 78.25**	$ 117.50
305082	Ottoman, Cube, Lemon, 17"L 17"D 18'H	**$ 78.25**	$ 117.50
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18'H	**$ 78.25**	$ 117.50
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	**$ 78.25**	$ 117.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	**$ 298.00**	$ 447.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	**$ 298.00**	$ 447.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	**$ 179.00**	$ 268.50
305090	Ottoman, Square, Black, 40"L 40"D 17"H	**$ 249.25**	$ 374.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	**$ 249.25**	$ 374.00
	Seating - Office and Utility Seating		
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	**$ 262.50**	$ 393.75
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	**$ 250.25**	$ 375.50
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	**$ 117.00**	$ 175.50
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	**$ 297.50**	$ 446.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	**$ 268.25**	$ 402.75
305126	Chair, Task, 25"L 26"D 21"H	**$ 100.50**	$ 151.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	**$ 186.25**	$ 279.50
305043	Stool, Drafting, 25"L 26"D 34"H	**$ 138.50**	$ 207.50
	Seating - Barstools		
305012	Barstool, Banana, Black, 21"L 22"D 30"H	**$ 115.50**	$ 173.50
305013	Barstool, Banana, White, 21"L 22"D 30"H	**$ 115.50**	$ 173.50
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	**$ 146.25**	$ 219.50
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	**$ 187.50**	$ 281.50
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	**$ 165.50**	$ 248.25
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	**$ 165.50**	$ 248.25
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	**$ 165.50**	$ 248.25
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	**$ 211.75**	$ 317.50
305008	Barstool, Oslo, White, 17"L 20"D 30"H	**$ 211.75**	$ 317.50
	Tables - Cafe		
305162	Table, Cafe, Blue/Black, 30" Round 29"H	**$ 162.75**	$ 244.25
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	**$ 216.75**	$ 325.25
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	**$ 162.75**	$ 244.25
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	**$ 189.75**	$ 284.75
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	**$ 216.75**	$ 325.25
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	**$ 257.25**	$ 386.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	**$ 189.75**	$ 284.75
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	**$ 257.25**	$ 386.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	**$ 162.75**	$ 244.25
305168	Table, Cafe, Maple/Black, 36" Round 29"H	**$ 189.75**	$ 284.75
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	**$ 216.75**	$ 325.25
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	**$ 257.25**	$ 386.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	**$ 162.75**	$ 244.25
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	**$ 216.75**	$ 325.25
305163	Table, Cafe, Silver/Black, 30" Round 29"H	**$ 209.75**	$ 315.00
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	**$ 264.25**	$ 396.25
	Tables - Bar		
305131	Table, Bar, Blue/Black, 30" Round 42"H	**$ 169.25**	$ 254.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	**$ 221.25**	$ 332.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	**$ 169.25**	$ 254.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	**$ 208.25**	$ 312.25
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	**$ 221.25**	$ 332.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	**$ 260.00**	$ 390.25
305135	Table, Bar, Grey/Black, 36" Round 42"H	**$ 208.25**	$ 312.25
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	**$ 260.00**	$ 390.25
305134	Table, Bar, Maple/Black, 30" Round 42"H	**$ 169.25**	$ 254.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	**$ 208.25**	$ 312.25
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	**$ 221.25**	$ 332.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	**$ 260.00**	$ 390.25
305130	Table, Bar, Red/Black, 30" Round 42"H	**$ 169.25**	$ 254.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	**$ 221.25**	$ 332.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	**$ 221.25**	$ 332.00
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	**$ 273.25**	$ 409.75
	Tables - Cocktail		
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	**$ 169.25**	$ 254.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	**$ 173.75**	$ 260.50
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	**$ 232.50**	$ 349.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	**$ 206.25**	$ 309.50
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	**$ 268.25**	$ 402.75
305022	Table, Cocktail, Visions, 48"L 28"D 17"H	**$ 168.00**	$ 252.00
	Tables - End Tables		
305047	Table, End, Geo, Black, 26"L 26"D 20"H	**$ 148.75**	$ 223.25
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	**$ 154.00**	$ 231.25
305049	Table, End, Inspiration, 24"L 28"D 22"H	**$ 220.75**	$ 331.00
305046	Table, End, Silverado, 24" Round 22"H	**$ 193.50**	$ 290.25
305045	Table, End, Soho, 26"L 26"D 27"H	**$ 232.50**	$ 349.00
305051	Table, End, Visions, 22"L 24"D 21"H	**$ 149.25**	$ 224.00
	Tables - Conference		
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	**$ 180.75**	$ 271.50
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	**$ 308.00**	$ 462.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	**$ 191.75**	$ 288.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	**$ 308.00**	$ 462.00
305027	Table, Conf., Graphite, 42" Round 29"H	**$ 252.75**	$ 379.25
305028	Table, Conf., Graphite, 72"L 36"D 29"H	**$ 337.75**	$ 506.75
305029	Table, Conf., Graphite, 96"L 36"D 29"H	**$ 422.50**	$ 634.00
305170	Table, Conf., Gray, 42" Round 29"H	**$ 254.75**	$ 381.75

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July 16, 2012

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Tables - Conference		
305171	Table, Conf., Gray, 72"L 36"D 29"H	**$ 337.75**	$ 506.75
305172	Table, Conf., Gray, 96"L 36"D 29"H	**$ 422.50**	$ 634.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	**$ 450.25**	$ 675.50
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	**$ 254.25**	$ 381.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	**$ 293.25**	$ 440.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	**$ 366.50**	$ 549.75
305177	Table, Conf., Manhattan, 42" Round 29"H	**$ 237.00**	$ 355.25
	Tables - Martini Bar		
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	**$ 2,271.25**	$ 3,406.75
305003	Table, Bar, Martini, 50"L 50"D 47"H	**$ 853.75**	$ 1,280.75
	Product Display		
305053	Etagere, Black, 30"L 16"D 70"H	**$ 231.25**	$ 346.75
305052	Etagere, Pewter, 30"L 16"D 70"H	**$ 231.25**	$ 346.75
305098	Pedestal, Graphite, 24"L 24"D 36"H	**$ 261.50**	$ 392.25
305100	Pedestal, Graphite, 24"L 24"D 42"H	**$ 279.25**	$ 418.50
305102	Pedestal, Graphite, 30"L 30"D 42"H	**$ 331.25**	$ 497.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	**$ 341.75**	$ 512.50
	Office and Utility Furniture		
305040	Credenza, Graphite, 72"L 24"D 29"H	**$ 337.00**	$ 505.75
305039	Credenza, Mahogany, 72"L 24"D 29"H	**$ 347.00**	$ 521.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	**$ 334.00**	$ 501.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	**$ 332.00**	$ 497.75
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	**$ 223.25**	$ 335.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	**$ 261.50**	$ 392.25
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	**$ 284.25**	$ 426.50
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	**$ 346.00**	$ 519.50
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	**$ 216.00**	$ 324.50
305038	Table, Computer, Graphite, 36"L 30"D 42"H	**$ 228.50**	$ 342.75
305036	Table, Training, Grey, 48"L 24"D 30"H	**$ 221.75**	$ 332.75
	Lamps		
305060	Lamp, Floor, Pewter, 58"H	**$ 114.25**	$ 171.50
305064	Lamp, Lumalight, Orange, 15"L 13"D 90"H	**$ 227.75**	$ 341.50
305065	Lamp, Lumalight, Red, 15"L 13"D 90"H	**$ 227.75**	$ 341.50
305063	Lamp, Lumalight, White, 15"L 13"D 90"H	**$ 227.75**	$ 341.50
305061	Lamp, Parisian, Pewter, 28"H	**$ 111.50**	$ 167.00

Place Order Here

ITEM#	DESCRIPTION	PRICE	X QTY =	TOTAL

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

Payment Enclosed $

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

033012

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Convenience Package Order Form

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package *Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.*	**$ 3,311.90**	$ 4,968.15
404201	GEM #4 10' x 20' Package *Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.*	**$ 6,437.90**	$ 9,657.15
404001	Chair Package A *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.*	**$ 365.65**	$ 548.65
404023	Display Case Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.*	**$ 809.75**	$ 1,215.00
404024	Display Case Package B *Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.*	**$ 791.75**	$ 1,188.00
404011	Stool Package A *Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.*	**$ 383.65**	$ 575.65
404002	Chair Package B *Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.*	**$ 303.90**	$ 456.40
404012	Stool Package B *Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.*	**$ 340.40**	$ 510.90
404104	Bar Package *Includes: (2) White Oslo Barstools, (1) Martini Bar.*	**$ 1,277.25**	$ 1,915.75
404101	Barcelona Club Package *Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.*	**$ 1,358.75**	$ 2,038.50
404103	Deluxe Chair Package *Includes: (2) New York Chairs, (1) Cafe Table 36"X29".*	**$ 547.25**	$ 821.50
404110	Newport Collection *Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.*	**$ 1,384.25**	$ 2,076.75
404107	Premium Chair Package *Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".*	**$ 472.25**	$ 708.50
404105	Premium Pedestal Package *Includes: (2) Black Banana Barstools, (1) Locking Pedestal.*	**$ 572.75**	$ 859.50
404106	Premium Stool Package *Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".*	**$ 452.25**	$ 679.00
404109	Rio Collection *Includes: (1) Blue Suede Rio Sofa, (1) Blue Suede Rio Chair, (1) Inspiration Coffee Table.*	**$ 1,087.50**	$ 1,631.75
404108	South Beach Club Collection *Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).*	**$ 1,326.75**	$ 1,990.50

Prices include delivery, installation, rental, and removal.
***Cancellation Policy:** Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choice

13 oz. Standard Carpet Colors (404200, 404201 ONLY).
Gray will be provided if no color is indicated below:
☐ Black ☐ Blue ☐ Blue Jay
☐ Burgundy ☐ Emerald Green ☐ Gray
☐ Pepper ☐ Red

Table Skirt Color (404002, 404012 ONLY).
Gray will be provided if no color is indicated below:
☐ Beige ☐ Black ☐ Blue
☐ Burgundy ☐ Forest Green ☐ Gray
☐ Purple ☐ Red ☐ White

Panel Type and Color (404200, 404201 ONLY).
Fabric: Gray will be provided if no color is indicated below:
☐ Coated: Black ☐ Coated: Maple
☐ Coated: Oxford White ☐ Coated: Prism Blue
☐ Coated: Silver Gray ☐ Fabric: Black
☐ Fabric: Blue ☐ Fabric: Gray
☐ Pegboard: White

Trim Metal Color (404200, 404201 ONLY).
Silver will be provided if no color is indicated below:
☐ Black ☐ Silver

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

060111

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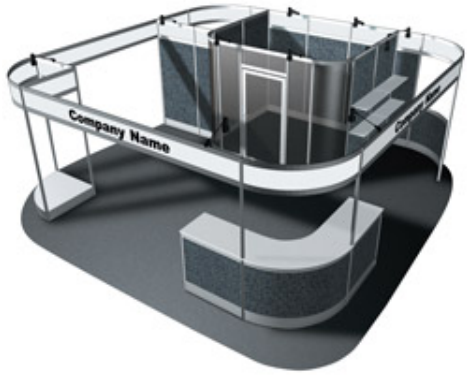
Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:
- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits

600004 - Exhibit System GEM #4, 10'x20' Inline Includes:
- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits

600002 - Exhibit System GEM #2, 10'x10' Inline Includes:
- one custom ID sign
- two arm lights
- two shelves
- one standard 10' x 10' carpet
- no padding

600003 - Exhibit System GEM #3, 10'x10' Inline Includes:
- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display

600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits

Accessories

600410 - Exhibit, Ad Board, 1M x 8'

600110 - Exhibit, Armlight Black

600103 - Exhibit, Counter, 1M Curved

600101 - Exhibit, Counter, 1M x 1/2M x 40"H

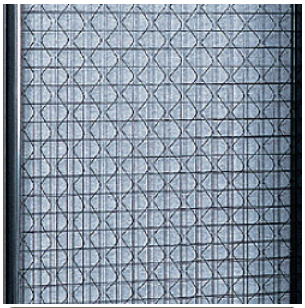
600102 - Exhibit, Counter, 2M x 1/2M x 40"H

600221 - Exhibit, Light Box, Large 37"x85"

600222 - Exhibit, Light Box, Medium 37"x56"

600223 - Exhibit, Light Box, Small 37"x28"

661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M

600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

- Coated: Black
- Coated: Maple
- Coated: Oxford White
- Coated: Prism Blue
- Coated: Silver Gray
- Fabric: Black
- Fabric: Blue
- Fabric: Gray
- Pegboard: White

Trim Color

- Black
- Silver

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit System Order Form

D-1

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	20x20 Exhibits		
600005	Exhibit System GEM #5, 20'x20' Island	**$ 9,259.75**	$ 13,889.50
	10x20 Exhibits		
600004	Exhibit System GEM #4, 10'x20' Inline	**$ 6,231.50**	$ 9,347.25
	10x10 Exhibits		
600002	Exhibit System GEM #2, 10'x10' Inline	**$ 1,503.75**	$ 2,255.75
600003	Exhibit System GEM #3, 10'x10' Inline	**$ 2,832.50**	$ 4,248.75
	6ft Table Display		
600001	Exhibit System GEM #1, 6' Tabletop Display	**$ 1,421.50**	$ 2,132.00
	Accessories		
600410	Exhibit, Ad Board, 1M x 8'	**$ 490.25**	$ 735.50
600110	Exhibit, Armlight Black	**$ 72.25**	$ 108.75
600103	Exhibit, Counter, 1M Curved	**$ 675.75**	$ 1,013.50
600101	Exhibit, Counter, 1M x 1/2M x 40"H	**$ 342.00**	$ 513.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	**$ 468.75**	$ 703.00
600221	Exhibit, Light Box, Large 37"x85"	**$ 622.00**	$ 933.25
600222	Exhibit, Light Box, Medium 37"x56"	**$ 491.25**	$ 737.00
600223	Exhibit, Light Box, Small 37"x28"	**$ 302.75**	$ 454.25

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Accessories		
661931	Exhibit, Panel, Slatwall, 1M x 8'	**$ 428.50**	$ 642.75
600291	Exhibit, Panel, Wirewall, 1M	**$ 418.25**	$ 627.25
600243	Exhibit, Shelf, 1M x 10" Deep	**$ 57.25**	$ 85.75

Cancellation Policy: *Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).
Gray will be provided if no color is indicated below:

- ☐ Black
- ☐ Blue
- ☐ Blue Jay
- ☐ Burgundy
- ☐ Emerald Green
- ☐ Gray
- ☐ Pepper
- ☐ Red

Table Skirt Color (600001 ONLY).
Gray will be provided if no color is indicated below:

- ☐ Beige
- ☐ Blue
- ☐ Burgundy
- ☐ Forest Green
- ☐ Gray
- ☐ Purple
- ☐ Red
- ☐ White
- ☐ Black

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Fabric: Gray will be provided if no color is indicated below:

- ☐ Coated: Black
- ☐ Coated: Maple
- ☐ Coated: Oxford White
- ☐ Coated: Prism Blue
- ☐ Coated: Silver Gray
- ☐ Fabric: Black
- ☐ Fabric: Blue
- ☐ Fabric: Gray
- ☐ Pegboard: White

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).
Silver will be provided if no color is indicated below:

- ☐ Black
- ☐ Silver

Electrical or Utilities Under Carpet?

- ☐ Yes
- ☐ No

The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Cancellation Policy: *Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of orignal price after installation.*

For Additional Custom Graphics, please go to http://www.ges.com/graphics/quote/
For Custom Exhibits, please send a request to email gesed@ges.com

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

033012

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Digital File Preparation

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

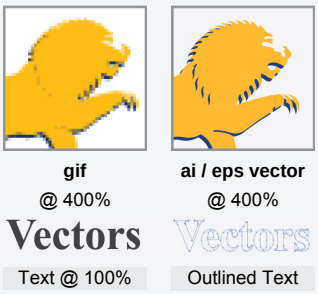
We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	**Preferred Format**
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	**Preferred Format**
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

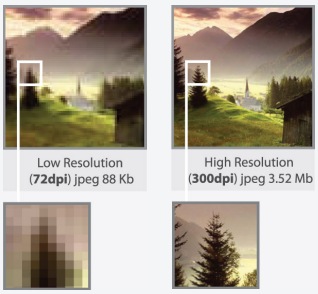
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



Vector Artwork

For the best quality, artwork should be created in **vector format** (**ai** or vector **eps**).
Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.**
See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format** (**ai** or vector **eps**).
Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.



Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.**
See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.
Make sure images are saved at high resolution (300dpi).
See Visual.

Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

	HOST	USER NAME:	PASSWORD:
Western Region Shows	ftp://csftp.ges.com/West	geswstftp	o8c!x6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

060111

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Graphics and Signage Order Form

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	**$ 102.25**	$ 153.25
600506	Sign, 11"x14"	**$ 69.25**	$ 104.00
600507	Sign, 14"x22"	**$ 91.75**	$ 137.75
600508	Sign, 14"x44"	**$ 102.00**	$ 152.75
600509	Sign, 20"x60"	**$ 146.00**	$ 219.00
600510	Sign, 22"x28"	**$ 111.25**	$ 166.75
600512	Sign, 28"x44"	**$ 146.00**	$ 219.00
600514	Sign, 40"x60"	**$ 236.25**	$ 354.00
600515	Sign, 48"x96"	**$ 83.50**	$ 125.50
600501	Sign, 7"x11"	**$ 62.25**	$ 93.75
600502	Sign, 7"x44"	**$ 83.00**	$ 124.75
600547	Easel Back	**$ 6.05**	$ 9.05

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- *Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)*
- *Vinyl or Mesh Banners for use in your booth*
- *Backlit graphics for lightboxes and display cases*
- *Custom fit / contour cut / 3D graphics for eye catching effects*
- *Printing on specialized materials*

For a quotation, please visit: *http://www.ges.com/graphics/quote/*

Please Indicate Choice

I have NOT sent my print ready file(s) to GES
Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me
- ☐ I will be submitting my file by (date) _____
- ☐ I need GES to set my copy
  Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES
Check the submission type used below:

- ☐ I put them on the GES FTP site
- ☐ I sent them to the gesgraphics@ges.com mailbox
- ☐ I sent a disc via USPS, FedEx, UPS or other
- ☐ I sent them directly to a GES employee (insert name below)

_____

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

ftp://csftp.ges.com/West
USER NAME: geswstftp
PASSWORD: o8c!x6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
				$
				$
				$
A.	Total All items Ordered			$
B.	Sales Tax: 8.75%		A x 8.75 % = B	$
C.	Payment Enclosed		A + B = C	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SIGN INFO

If you do not have a print file to submit, please write in the text and description for your sign order here:

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

Installation and Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012
Go to below link to view images and information:
http://ges.com/ecomm/info/IandD.pdf

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

(Please refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Install & Dismantle, ST	Code: 705000	$ 82.75	$ 103.50	$ 124.00
Install & Dismantle, OT	Code: 705000	$ 142.50	$ 178.00	$ 213.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)
GES will supervise labor to:
- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X TOTAL # OF WORKERS*	*X LABOR RATE*	*= TOTAL*
	AM PM	*AM PM*				
	AM PM	*AM PM*				

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	30% ($50.00 min) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Key Information\Supervised Labor Checklist

L-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ **Setup Drawings/Instructions Attached**
☐ **Setup Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Setup _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color_____
☐ Padding _____
Approximate Time for Setup _____
Special Equipment Required _____
Description _____
Description _____

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Labor/Boothwork ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Equipment ☐ Yes ☐ No
Telephone/Internet ☐ Yes ☐ No
Other Items _____

Tear-down Information for GES Dismantle

☐ **Tear-down Drawings/Instructions Attached**
☐ **Tear-down Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Tear- down _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color_____
☐ Padding _____
Approximate Time for Tear-down _____
Special Equipment Required _____
Description _____
Description _____

Outbound Freight Information

Outbound Freight Charges_____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
_____
_____
☐ GES Storage _____

Consigned To _____
Address_____
City/State/Zip_____
Second Consignee_____
Address_____
City/State/Zip_____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

033012

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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https://ordering.ges.com/Show/Info/022004683

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022004683

In-Booth Forklift and Labor Order Form

T-1

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Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour		Discount	Regular	Show Site
5,000#, ST	Code: 705200	$ 99.25	$ 124.00	$ 149.00
5,000#, OT	Code: 705200	$ 143.50	$ 179.25	$ 215.00
Worker per Hour		**Discount**	**Regular**	**Show Site**
Freight, ST	Code: 705030	$ 82.75	$ 103.50	$ 124.00
Freight, OT	Code: 705030	$ 142.50	$ 178.00	$ 213.50

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X*	*TOTAL # OF FORKLIFTS*	*X*	*LABOR RATE*	*=*	*TOTAL*
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

☐ Payment Enclosed $

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

033012

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Hanging Sign / Truss Labor Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All signs, with the exception of banners, must have structural Rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

GES is responsible for assembly, installation, and removal of all truss.

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by July 16, 2012.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All hanging signs should be received in advance at the GES Warehouse by August 01, 2012.
Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

040412

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Hanging Sign / Truss Labor Order Form

H-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew		Discount	Regular	Show Site
High Lift, ST	Code: 705300	$ 470.50	$ 588.00	$ 706.00
High Lift, OT	Code: 705300	$ 612.00	$ 765.00	$ 918.00
Worker per Hour		**Discount**	**Regular**	**Show Site**
Rigging, Hanging Sign, ST	Code: 705020	$ 82.75	$ 103.50	$ 124.00
Rigging, Hanging Sign, OT	Code: 705020	$ 142.50	$ 178.00	$ 213.50

Supplied rigging hardware is chargeable and will be added to invoice

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling.*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle
☐ Circle ☐ Other _____

Dimensions & Weight of Sign
Width_____ Length_____ Height_____ Weight_____lbs
#_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.
☐ Yes ☐ No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.
☐ Yes ☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	X	*TOTAL # OF LIFT W/ CREW*	X	*LABOR RATE*	=	*TOTAL*
	AM PM	AM PM							
	AM PM	AM PM							

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

A.	Total Labor Ordered	$
B.	30% ($50.00) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Specialty Advertising Association of California

NAME OF EXHIBITION *022004683*

Booth Number

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, July 3, 2012 - Wednesday, Aug 1, 2012

The Advance Warehouse will be closed Wednesday, July 4th in observance of Independence Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

H RUSH!

HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Specialty Advertising Association of California

NAME OF EXHIBITION *022004683*

Booth Number

C/O GES
5560 Katella Ave
Cypress, CA 90630
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, July 3, 2012 - Wednesday, Aug 1, 2012

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CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

Electrical Rental Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

ELECTRICAL ORDER CHECKLIST:

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- ☐ Electrical work performed by non-GES personnel is strictly forbidden. Inspection fee(s) may apply.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
  - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- ☐ Place your order before the discount rate deadline date and save on your electrical order.
- ☐ Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.
Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

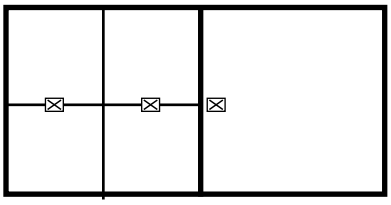
If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

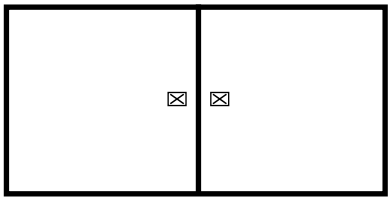
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

If you have any questions, please call us at 800.475.2098

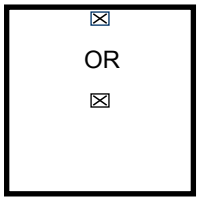
Where will my outlet be located?
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ⊠ represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



In-Line Booths **Peninsula Booths**



Back-to-Back Peninsula Booths



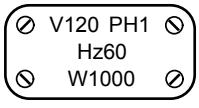
Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

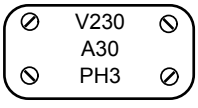
In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island or Pavilion Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?
Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

103111

Need Assistance?

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Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

Electrical Rental Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	120v Motor and Equipment Outlets		
700001	5 Amp/500 Watts, 1/4 HP 120V	**$ 98.50**	$ 148.00
700002	10 Amp/1000 Watts, 1/4 HP 120V	**$ 167.75**	$ 251.25
700003	15 Amp/1500 Watts, 1/4 HP 120V	**$ 216.75**	$ 325.25
700004	20 Amp/2000 Watts, 1/4 HP 120V	**$ 266.00**	$ 399.25
	1P 208v Motor and Equipment Outlets		
700012	10 Amp, 1/2 HP 208V / 1Phase	**$295.50**	$443.75
700014	20 Amp, 1 HP 208V / 1Phase	**$413.75**	$620.50
700015	30 Amp, 2 HP 208V / 1Phase	**$531.75**	$797.75
700016	60 Amp, 5 HP 208V / 1Phase	**$709.00**	$1,063.50
700017	100 Amp, 10 HP 208V / 1Phase	**$916.00**	$1,373.75
700018	200 Amp, 25 HP 208V / 1Phase	**$1,476.25**	$2,214.25
	3P 208v Motor and Equipment Outlets		
700022	10 Amp, 1 HP 208V / 3Phase	**$396.00**	$594.00
700024	20 Amp, 3 HP 208V / 3Phase	**$554.50**	$831.50
700025	30 Amp, 5 HP 208V / 3Phase	**$712.25**	$1,068.25
700026	60 Amp, 10 HP 208V / 3Phase	**$950.00**	$1,425.00
700027	100 Amp, 20 HP 208V / 3Phase	**$1,227.00**	$1,840.25
700028	200 Amp, 50 HP 208V / 3Phase	**$1,978.25**	$2,967.75
	3P 480v Motor and Equipment Outlets		
700044	20 Amp, 7.5 HP 480V / 3Phase	**$664.50**	$997.00
700045	30 Amp, 10 HP 480V / 3Phase	**$855.25**	$1,282.50
700046	60 Amp, 20 HP 480V / 3Phase	**$1,139.75**	$1,709.50
700047	100 Amp, 50 HP 480V / 3Phase	**$1,471.50**	$2,207.75
700048	200 Amp, 100 HP 480V / 3Phase	**$2,374.50**	$3,561.50
	Lights		
	Price includes outlet and labor for light only.		
700361	Floodlight, 1000 Watt Overhead**	**$ 394.00**	$591.00
700350	Floodlight, 120 Watt*	**$ 98.50**	$148.00
700352	Floodlight, 120 Watt Double*	**$ 167.75**	$251.25
700370	Floodlight, 250 Watt Krypton*	**$ 128.00**	$192.25

**On Stanchion, In-line Booths Only.*
*****May require labor and/or lift at additional charge not available at some locations.***

Important Information

- Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate price.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized.
- GES JURISDICTION (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 30 amps and/or with a voltage over 150 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Please Indicate Choices

***Do you need dedicated and 24 hour power?**

☐ Yes ☐ No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

013012

Need Assistance?

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Electrical Labor Order Form

E-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Discount Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician w/Lift		Discount	Regular	Show Site
High Lift, ST	Code: 705300	$ 361.00	$ 429.00	$ 515.00
High Lift, OT	Code: 705300	$ 469.00	$ 558.00	$ 670.00
Worker Per Hour		**Discount**	**Regular**	**Show Site**
Electrical, ST	Code: 705060	$ 101.50	$ 126.75	$ 152.25
Electrical, OT	Code: 705060	$ 203.00	$ 254.00	$ 304.25

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK TO PROCEED)**
- Power Distribution A 30% ($50 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (DO NOT PROCEED)**
Exhibitor will supervise.
- *You must schedule date & time below as well as # of electricians and estimated hours.*
- GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.

Is there more than one (1) main drop location?
☐ Yes ☐ No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X*	*TOTAL # OF ELECTRICIAN*	*X*	*LABOR RATE*	*=*	*TOTAL*
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							
	AM PM	*AM PM*							

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign:

X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

A.	Total Labor Ordered	$
B.	30% ($50 min) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

032212

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Payment and Credit Card Charge Authorization

G-2

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER			CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
Method of Payment — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $50.00 fee for returned NSF checks.*
Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.
Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.
Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 888-715-1000 ext 50118

Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ *Corporate Card* ☐ *Personal Card*

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE ***EXPIRATION DATE*** ____

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders

	TOTAL
Material Handling	$
Carpet	$
Furniture & Accessories	$
Specialty Furniture	$
Standard Exhibit Systems	$
Graphics & Signage	$
Installation & Dismantling Labor	$
In-Booth Forklift & Labor	$
Hanging Sign Labor	$
Electrical	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to Global Experience Specialists, Inc. (GES) for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: **$**

Enclosed is a check in the amount of: **$**

Check Number: ____ Dated: ____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

033012

Need Assistance?

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Order Directly Online:
https://ordering.ges.com/Show/Info/022004683

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022004683

3rd Party Billing Request

G-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information

EXHIBITING FIRM

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Exhibiting Firm:

- ☐ Electrical Outlets
- ☐ Electrical Labor
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT | DATE

STEP 2: Exhibiting Firm Credit Card Charge Authorization

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

Account Number ____ - ____ - ____ - ____

EXPIRATION DATE _____

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X _____
CARDHOLDER'S SIGNATURE

_____
CARDHOLDE' NAME - PLEASE PRINT | DATE

☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site.
(Forms L3 and L4 must be completed for admission)

STEP 3: Third Party - Complete Below Information

THIRD PARTY

STREET ADDRESS

CITY | STATE | ZIP

PHONE | FAX

The items checked below are to be invoiced to the Third Party:

- ☐ Electrical Outlets
- ☐ Electrical Labor
- ☐ Exhibit Systems
- ☐ I & D Labor
- ☐ In-Booth Forklift Labor
- ☐ Material Handling In & Out
- ☐ Rental Carpet
- ☐ Rental Furniture
- ☐ Signs
- ☐ Transportation Charges
- ☐ All Services
- ☐ Other *(Please Specify)* _____

I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).

PLEASE SIGN X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT | DATE

STEP 4: Third Party Credit Card Charge Authorization

CARDHOLDER'S NAME | PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

Account Number ____ - ____ - ____ - ____

EXPIRATION DATE _____

- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ *Corporate Card*
- ☐ *Personal Card*

All information must be provided. **Your order <u>will not be processed</u> if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

PLEASE SIGN X _____
CARDHOLDER'S SIGNATURE

_____
CARDHOLDE' NAME - PLEASE PRINT | DATE

032112

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Booth Layout Form

H-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

Form Deadline Date:
July 16, 2012

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Electrical Forms (For Non-Standard Distribution) - Form E-2
- ☐ Hanging Signs/Truss - Form H-2
- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

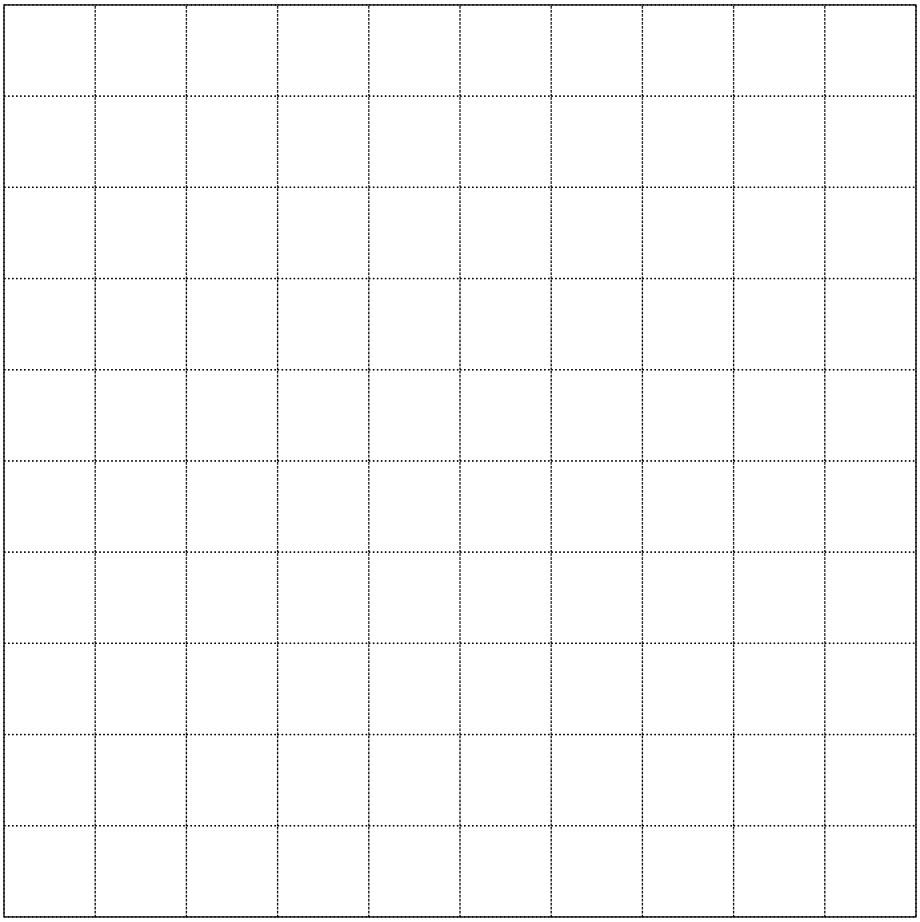
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (indicate adjacent booth or aisle number:_____)

***This form must be returned to GES for your orders to be processed.**

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Additional Service Order Forms

The SAAC Show 2012

Audio / Video / Data Located In-House at the Long Beach Convention Center

PROJECTION

The Saac Show

Video Equipment	Qty	Advance Rate see deadline>	Regular Rate	Total
Digital/HD CATV Connection (basic cable channels) plus labo		$600	$750	
Analog CATV Connection (basic cable channels) plus labor		$350	$450	
DVD Player		$100	$120	
23" Video Flat Panel (16:9 aspect ratio) with speakers		$375	$450	
27" Video Monitor		$160	$192	
1/2" VHS Player with Repeat		$100	$120	
20" TV/DVD/VHS Combo unit		$200	$240	
DV CamCorder		$350	$420	
Camera Tripod		$90	$108	
54" Monitor Cart with Skirt		$40	$48	

Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total
Video / Data LCD Projector (3000 Lumens , S-XGA)		$750	$900	
17" LCD Flat Screen Display (Data Only)		$75	$90	
20" LCD Flat Screen Display (Data Only)		$175	$210	
23" LCD Display Panel (16:9 Ratio) with speakers		$375	$450	
32" LCD Display Panel (16:9 Ratio) with speakers		$525	$630	
42" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		$600	$720	
50" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		$700	$840	
60" Plasma Display Panel (16:9 Ratio)		$950	$1,140	
Plasma Slim Mount Speakers (regular fidelity)		$125	$150	
Plasma EAW Speaker System (Hi-fidelity)		$500	$600	
Plasma Display Floor Stand 72"		$125	$150	
Plasma Display Wall Mount		$125	$150	
Plasma Display Floor Stand Shelf		$75	$90	
Folsom Image Pro Scaler/Scan Converter/Switcher		$350	$420	
VGA Distribution Amplifier		$75	$90	

Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
Wired Microphone (circle one : Lapel - Handheld)		$60	$72	
Wireless Microphone (circle one : Lapel - Handheld)		$250	$300	
Shure 4 Channel Audio Mixer		$70	$84	
Mackie Sound System (2-Speakers, Mixer/Amp, Stands)		$250	$300	
EAW Pro Sound System (2-Speakers, Mixer/Amp, Stands)		$450	$540	
Cd Player		$100	$120	
CD / Cassette Player		$100	$120	

Other Items	Qty	Pre-Show Rate	On-Site Rate	Total
HP PC Computer w/ 17" flat screen		$250	$300	

Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL:	1	
DELIVERY/SET-UP/PICKUP: (20% of line 1 or $120.00 minimum)	2	
DRAYAGE: (15% of Equipment line 1)	3	**N/A**
SUBTOTAL: (add lines 1 through 3)	4	
STATE SALES TAX: **8.75% of subtotal**	5	
TOTAL DUE:	6	

Method of Payment

PLEASE CHECK ONE

Card Number:

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp Date ___ / ___

Cardholder's Name (as appears on card):

Cardholders Signature:

- American Express ☐
- Visa ☐
- MasterCard ☐
- Check (US Only) ☐
- Wire Transfer (US) ☐

Only orders received before **July 8, 2012 can use the "Advance Rate"**
Exhibit Dates: August 8-9, 2012

Customer Information

PLEASE PRINT

Firm Name:

Address:

City:

State: Zip Code:

Ordered By:

Telephone:

e-Mail:

Information for Delivery

Show Name:

Exhibit Booth#:

On Site Contact:

Ph.-Cell-Pager:

Delivery Date: Time:

Signature:

Representative **MUST BE** on-site at above for Delivery.

Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.

Ordering Instructions

- Charges for requested items selected are for the **Entire Event**. Submit your request prior to set - up. **No Equipment Charges** for set - up prior to the event.
- Include applicable Sales Tax on equipment and or labor. Tax Exempt Certificate **must** be on file for the **State of California** to claim exempt status
- **Installation / Dismantle Fee** includes delivery, install, maintenance and dismantle. Contact **562-499-7675** for in-booth operation.
- **Cancellation** of equipment ordered must be received **72 hours prior** to delivery date to avoid a one day charge. If delivered, **100%** of charges will apply.
- Call **562-499-7677** with questions or email your completed order to : msolis@projection.com

Processing

Fax: (562) 499 - 7683
Call (562) 499 - 7677 to confirm fax receipt

PROJECTION

LONG BEACH CONVENTION CENTER
300 E. Ocean Blvd. Long Beach, CA. 90802
Phone: (562) 499 - 7546 Fax: (562) 499 - 7683
tallen@projection.com

flexibility to meet our clients' needs, commitment to the environment, and the finesse to exceed expectations

Exhibitor Services Catering Menu

SAVOR... CATEIRNG by SMG would like to welcome you to the
Long Beach Convention and Entertainment Center.

We realize that trade shows are a wonderful opportunity for you to network and reach out to potential clients. Food and beverage can increase your booth traffic and enhance the feel of your booth. Please take a moment to look over some of the services we can offer you at your booth.

Don't see something you need?
Contact our Catering Sales Department for
additional information
(562) 499-7565

Exhibitor Services - Food & Beverage

Looking to enhance traffic to your booth? Food & Beverage is the perfect way to attract attendees! Please consider the below details for your booth.

Information for Ordering Services

For a complete menu and order form, please contact your designated Sales Manager. Orders received within 10 days of the show will incur a late order fee of 15%.

Exclusive Service

Savor…Catering by SMG is the exclusive food and beverage Provider for the Long Beach Convention & Entertainment Center, Terrace & Center Theaters, and the Long Beach Arena. No food or beverage of any kind will be permitted to be brought into the facility.

Sampling Guidelines

Exhibitors may exhibit only merchandise which they normally serve or produce in the ordinary course of their business and may only distribute such quantities that are reasonable in regards to the purpose of promoting the merchandise. Food service exhibitors may distribute food samples in your authorized space only and must not be in competition with products or services offered by the Food and Beverage Department.

Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Department for written approval 14 days prior to the opening of the event. Any exhibitor of show who will be sampling food or beverage must have a Long Beach Health permit, and must submit a copy to be on file with the Catering Sales Manager at Savor...Catering by SMG. Please call the Long Beach Health Department at (562) 570-4135.

Alcoholic Beverages

All alcoholic beverage sampling must be coordinated by the Food and Beverage Department and must be served by an SMG Food & Beverage licensed bartender. A corkage fee per bottle will apply. Alcoholic beverages will not be served to minors or to persons who appear intoxicated. No alcoholic beverages will be allowed in the exhibit halls during decorator or exhibitor move-in or move-out for any event. The Long Beach Convention & Entertainment Center reserved the right to terminate the service of alcoholic beverages if your event is in violation of Federal, State, County or City laws relating to the service of alcoholic beverages.

All Of The Aforementioned Policies Will Be Strictly Administered. Any Violation Of These Will Result In The Removal Of Product From The Show Floor. All Items Subject To 22% Service Charge and 9.75% Sales Tax

BREAKFAST ITEMS

ASSORTED BREAKFAST BREADS & PASTRIES
$36.00 per dz.

BAGELS & CREAM CHEESE
Mixed Assortment
Served with Soft Cream Cheese
$38.00 per dz.

ASSORTED BREAKFAST MUFFINS
$36.00 per dz.

LARGE BUTTER CROISSANTS
$36.00 per dz.

ASSORTED DOUGHNUTS
$24.00 per dz.

ASSORTED BISCOTTI
$32.00 per dz.

FRUIT AND YOGURT PARFAITS
$3.00 each

BREAKFAST SANDWICHES
Croissant, Bagel or English muffin
$7.00 each

Please note that our Executive Chef and Catering Sales Staff are available and pleased to prepare a custom menu to suit your specific needs.
All charges are subject to 22% Service Charge and 9.75% Sales Tax.
Prices are subject to change.

SPECIALTY PLATTERS

Each Platter Serves Approximately 50 Guests

DELUXE IMPORT AND DOMESTIC CHEESE PLATTER

A Discriminating Selection of Imported and Domestic Cheeses
Served with Lavosh Crackers and Carr's Crackers
Garnished with Seasonal Fresh Fruit
$300.00

FRESH SLICED FRUIT TRAY

Selected Seasonal Fruit to include Honeydew, Cantaloupe,
Watermelon, Strawberries, and Pineapple
$250.00

CHARCUTERIE BOARD

A Classic Selection of Fine Pate, Thinly Sliced Cured
Smoked Meats and Sausages, Imported Cheeses
Classic Condiments Served on a
Butcher Block Cutting Board
$350.00

GRILLED VEGETABLE PLATTER

Assorted and Seasonal Vegetables Grilled to Perfection
Served with your favorite Dressing or Dipping sauce
$275.00

DELUXE CRUDITES ASSORTMENT

Gourmet Selection of Seasonal Fresh Vegetables, served with a
Balsamic-Ranch Dipping Sauce and Hummus
$300.00

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and pleased to prepare a custom menu to suit your specific needs.
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BEVERAGE & SNACK MACHINES

BLENDED SMOOTHIE BAR*

Individually Blended Strawberry, Banana, and Vanilla
smoothies complete with cups, straws,
and attendant to operate the blenders and serve your guests
Based on a Four (4) Hour Service
Includes 50 Smoothies
Additional Smoothies at $ 6.00 each
$395.00

POPCORN MACHINE*

(Limited Availability)
Whimsical Amusement-Style Antique Cart. Service Includes Pre-Measured
Popcorn Kernels, Butter and Seasoning to Make 250 (20 oz.) Bags.
Antique Popcorn Cart ---------- $390.00
Additional Servings (250 ea.) ---------- $200.00

CHURRO AND SOFT PRETZELS*

(Limited Availability)
Service Includes Oven and Display Warmer and Experienced Staff, 150 Pieces.
Based on a Four (4) Hour Service
$620.00*
Additional Servings (150 ea.) ---------- $450.00

BAKED IN BOOTH COOKIES*

Baked in Your Booth, the Smell of Fresh Baked Cookies to
Keep Customers Lingering.
Service Includes Oven and Experienced Staff,
400 Mini Cookies or 200 Jumbo Cookies.
Based on a Four (4) Hour Service
$550.00
Additional Servings (150 ea.) ---------- $150.00

*Client must supply 110V/20 amp dedicated circuit
*Based on a Four (4) Hour Service, Extended Service at $31.25 per hour

Please note that our Executive Chef and Catering Sales Staff are available
and pleased to prepare a custom menu to suit your specific needs.
All charges are subject to 22% Service Charge and 9.75% Sales Tax.
Prices are subject to change.

CROWD FAVORITES

GOURMET SOFT PRETZELS
These Delicious Soft Pretzels are Served Warm with Salt and Mustard
$46.00 per dz.

CHOCOLATE COVERED STRAWBERRIES
(seasonal)
Large Juicy Strawberries Dipped in Decadent Chocolate Sauce.
$42.00 per dz.

ICE CREAM
125 bars
Everyone Will Scream When They Discover Ice Cream at Your Exhibit Booth!
Choose From a Variety of Premium Ice Cream and Frozen Yogurt Bars to
Hand Out to Special Guests and Potential Clients.
Includes Rental of Our Ice Cream Cart.
$500.00

COMPANY LOGO COOKIES
Make Sure to Have Plenty Of Milk On Hand to Wash Down
These Delicious Monster Cookies Designed with Your Company Logo.
Sugar Cookie or Snicker doodle.
$4.00 each
*minimum order of 3 dozen

SNACK STATION
Pretzels, Snack Mix, Mixed Nuts, and Tortilla Chips (3 pounds each)
Served with Guacamole, and Fire-Roasted Tomato Salsa.
Serves Approximately 100 guests
$425.00

CANDY DISH
All your favorite candies from Hershey's Chocolates to Assorted Hard Candy
Displayed in a Festive Candy Bowl.
$24.00 per pound

Please note that our Executive Chef and Catering Sales Staff are available
and pleased to prepare a custom menu to suit your specific needs.
All charges are subject to 22% Service Charge and 9.75% Sales Tax.
Prices are subject to change.

BEVERAGES

Each Gallon Will Serve Approximately 20 Guests

ASSORTED CANNED SOFT DRINKS
$3.25

BOTTLED WATER
$3.25

BOTTLED MINERAL WATER
$3.25

ASSORTED BOTTLED FRUIT JUICES
$4.00

POWERADE - BOTTLE
$3.25

STARBUCKS COFFEE
$48.00 per gal.

TAZO TEA by STARBUCKS
$48.00 per gal.

FRESHLY-SQUEEZED ORANGE OR GRAPEFRUIT JUICE
$45.00 per gal.

FRUIT PUNCH
$39.00 per gal.

ICED TEA OR LEMONADE
$39.00 per gal.

SPRING WATER KIT
Includes Water Dispenser, 5 Gallon Bottle of Chilled Spring Water and
4-Ounce Disposable Cups
(5 Gallon Bottle & Cup Replenishment: $35.00)
$65.00

SHOW SPECIAL: COFFEE AND WATER KIT
Serves approximately 50 people
Includes a Water Kit and a Self-Service Pour-over Coffee Brewer, along with
6 packets of Premium Ground Coffee,
2 packets of Decaffeinated Ground Coffee,
and 10 packets of Tazo with all accoutrements
(Additional packets of Ground Coffee & Tea ---------- $75.00)
$175.00

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All charges are subject to 22% Service Charge and 9.75% Sales Tax.
Prices are subject to change.

Bar

A full bar includes a bartender, disposable glassware and basic bar accoutrements.
Each bar requires a minimum sales guarantee of $550 within 4 hours or a
$125 bartender fee will apply.

DOMESTIC BEER
$5.50 Bottle

IMPORTED BEER
$6.50 Bottle

WINE BY THE GLASS
$7.25

PREMIUM WINE BY THE GLASS
$8.75

WINE BY THE BOTTLE
Please speak with our Catering Sales Manager

NON ALCOHOLIC BEVERAGES
$3.25

COCKTAILS
Sobieski Vodka, Seagram's Gin, Castillo Rum
Jim Beam Bourbon, Seagram's 7, CB Brandy
J&B Scotch, El Jimador Tequila
$7.25

CORDIALS
Remy Martin Cognac, Kahlua, Baileys, Midori
Amaretto, Hennessy
$8.75

PREMIUM COCKTAILS
Absolut vodka in the following flavors; Original, Mandarin, Citron & Raspberry or Peach
Tanqueray Gin, Captain Morgan Rum, Bacardi light,
Jack Daniels Whiskey, Patron Silver
Chivas Regal Scotch, Johnny Walker Scotch
$8.75

MARTINIS
Made with Sobieski Vodka
$8.75

Bar services will require that all guests show a valid form of ID per each transaction. No more than 1 beverage per person will be allowed for each bar transaction. SAVOR...CATERING by SMG reserves the right to refuse bar service to any guest.

All charges are subject to 22% Service Charge and 9.75% Sales Tax.
Prices are subject to change.

EXHIBITOR SERVICES

Booth Traffic Enhancer Order Form

Please complete and return via fax to 562-499-7532. Fill out a separate form for each date service is requested.
A 15% Late Order Fee will be applied to all orders placed within 10 days of the show. A $25 labor charge will be assessed to any orders less than 25 people or $550.00

Exhibitor: **Event Name:**

Mailing Address: **Booth Number:**

City, State, Zip: **Date of Service:** **Time:**

Phone: **Cell:** **Contact Person**

Fax: **Email Address:**

Item:	Quantity			Price	Total
BREAKFAST ITEMS					
Assorted Breads Pastries	_____ dz.	x		$36.00 =	
Bagels & Cream Cheese	_____ dz.	x		$38.00 =	
Assorted Muffins	_____ dz.	x		$36.00 =	
Butter Croissants	_____ dz.	x		$36.00 =	
Assorted Doughnuts	_____ dz.	x		$24.00 =	
Chocolate Dipped Biscotti	_____ dz.	x		$32.00 =	
Fruit & Yogart Parfaits	_____ ea.	x		$4.00 =	
Breakfast Sanwiches	_____ ea.	x		$6.00 =	
SPECIALTY PLATTERS					
Deluxe Imported & Domestic Cheese Platter	_____ ea.	x		$300.00 =	
Sliced Fresh Fruit Tray	_____ ea.	x		$250.00 =	
Charcuterie Board	_____ ea.	x		$350.00 =	
Grilled Vegetable Platter	_____ ea.	x		$275.00 =	
Deluxe Crudites Assortment	_____ ea.	x		$300.00 =	
BEVERAGE & SNACK EQUIPMENT					
Espresso Bar (*4 hour service)	_____ ea.	x		$1,650.00 =	
Blended Smoothie Bar	_____ ea.	x		$395.00 =	
Antique Popcorn Machine (*4 hour service)	_____ ea.	x		$390.00 =	
Popcorn - Additional Servings	_____ ea.	x		$200.00 =	
Churro & Soft Prezel Cart (*4 hour service)	_____ ea.	x		$620.00 =	
Additional Servings	_____ ea.	x		$450.00 =	
Baked in Booth Cookies (*4 hour service)	_____ ea.	x		$550.00 =	
*Extended Service	_____ hr.	x		$25.00 =	
Crowd Favorites					
Gourmet Soft Pretzels	_____ dz.	x		$46.00 =	
Chocolate Covered Strawberries	_____ dz.	x		$42.00 =	
Ice Cream Bars	_____ 125 Servings	x		$500.00 =	
Company Logo Cookies	_____ ea.	x		$4.00 =	
Snack Station	_____ 100 Servings	x		$425.00 =	
Candy Dish	_____ lb.	x		$24.00 =	
BEVERAGES					
Assorted Canned Soft Drinks (Reg. & Diet)	_____ ea.	x		$3.25 =	
Dazani Bottled Water	_____ ea.	x		$3.25 =	
Bottled Mineral Water	_____ ea.	x		$3.25 =	
Assorted Fruit Juice	_____ ea.	x		$4.00 =	
-By the Gallon- (serves apprx. 20)					
Starbucks Coffee (Regular or Decaf)	_____ gal.	x		$48.00 =	
Tazo Tea by Starbucks	_____ gal.	x		$48.00 =	
Freshly Squeezed Orange or Grapfruit Juice	_____ gal.	x		$45.00 =	
Fruit Punch	_____ gal.	x		$39.00 =	
Iced Tea or Lemonade	_____ gal.	x		$39.00 =	
Spring Water Kit (5 Gallons)	_____ gal.	x		$65.00 =	
Water Replenishment (5 gallons)	_____ ea.	x		$35.00 =	
Show Special: Water Kit and Coffee	_____ ea.	x		$175.00 =	
BAR					
Bartender Fee	_____ ea.	**x**		$125.00 **=**	
Minimum Bar Sales (hosted/cash)	_____ ea.	**x**		$550.00 **=**	
			Subtotal		
			22% Service Charge		
			9.75% Sales Tax		
Payment Information			**Total**		

Card Type Card Number

Name on Card Exp. Date

Billing Address

Amount Signature

Judy Venn & Associates, Inc.

Corporate Headquarters

3186 Airway Avenue, Suite H
Costa Mesa, California 92626
(714) 957-8300 ▪ Fax (714) 957-8301
Email: info@judyvenn.com

Las Vegas

3401 West Charleston Blvd.
Las Vegas, Nevada 89102
(702) 259-4494 ▪ (800) 553-8855
Email: LVinfo@judyvenn.com

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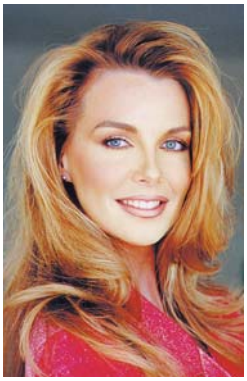


NATIONWIDE CONVENTION SERVICES

(800) 553-8855 ▪ www.judyvenn.com

■ *Hostesses/Hosts* ■ *Narrators* ■ *Demonstrators*
■ *Crowd Gatherers* ■ *Interpreters* ■ *Special Talent*
■ *Chair Massage Therapists* ■ *Shoe Shine Services*

PRODUCTION DIVISION *(Request production order form.)*

■ *Entertainment* ■ *Presentations* ■ *Videos*
■ *Script Writing* ■ *Audio Brochures*

Providing the Perfect Balance of Service, Experience & Solutions... Since 1971!

ORDER FORM/CONTRACT

PLEASE PRINT OR TYPE
(Signature required on reverse side.)

Date _____

Company _____

Address _____

City _____ *State* _____ *Zip* _____

Phone _____ *Fax* _____

Email _____

Contact _____

Name of Event _____

City _____

Facility _____ *Booth #* _____

On-Site Contact Person _____

On-Site Phone _____

Dates Services Required:

_____ From _____ am to _____ pm
_____ From _____ am to _____ pm
_____ From _____ am to _____ pm
_____ From _____ am to _____ pm

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

Indicate Number of People Needed:

_____ Exhibit Hostess/Host
_____ Narrator/Spokesperson
_____ Demonstrator/Sales Assistant
_____ Crowd Gatherer
_____ Hospitality Suite Hostess/Host
_____ Interpreter
_____ Costumed Character
_____ Other

Special Talent/Qualifications _____

Type of Apparel ❑ Business ❑ Cocktail ❑ Costume

❑ *Other* _____

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

If cancelled 46 or more days before show . . . . . No Charge
If cancelled 15–45 days before show. . . . . 50% of Total Bill
If cancelled 14 days or less before show . . . . . 100% of Total Bill

❑ Check, payable to **Judy Venn & Associates** *(Mail to Corporate Headquarters.)*
❑ AMEX ❑ MasterCard ❑ Visa ❑ Diners Club

Account # _____ *Exp. Date* _____

Name on Card _____

Authorized Signature _____

❑ *Charge 50% deposit to credit card* ❑ *Charge total to credit card*

P.O. # _____ *Authorized by* _____

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").

2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.

3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.

4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.

5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.

6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.

7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.

8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived.I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature: _____ Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

Mail to: 3186 Airway Avenue, Suite H, Costa Mesa, CA 92626

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)

LONG BEACH Conventions | Arena | Performing Arts

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Company Name	**Booth / Room**	**Show Name:**
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* ☐ Yes ☐ No	**Show Dates:** / / **To** / /
Billing Address		**Incentive Order Deadline:** (see Incentive Price, Ts & Cs)
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

Credit Card Number: ☐ AMX ☐ MC ☐ Visa Expire Date (MM / YY): / Sec Code:

Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. **View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx .** Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		$ 1,095	$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		$ 895	$ 1,120	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		$ 595	$ 795	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		$ 450	$ 565	
g. NetStation (Shared up to 128K↑/256K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-256		$ 300	$ 375	
h. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		$ 3,495	$ 4,370	
i. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 4,995	$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		$ 150	$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		$ 50	$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		$ 245	$ 305	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		$ 415	$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		$ 395	$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restricted LD) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		$ 200	$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		$ 400	$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		$ 2,000	$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		$ 9,000	$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		$ 125	$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move – In / On - Site order fee (if ordering service after show move-in has started).			**(20%) x (Base Price)**		
9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue.			**x (number of lines)**		
				SUBTOTAL	
Unused portions of deposits returned with final billing.				**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-943-6001*				**GRAND TOTAL**	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: **2012 - 044 -**

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=044

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before show move-in has started or **(b)** orders received on or before the 14 day Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, NetExpress & NetStation. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific: (a)** Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum $150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management: (a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions: (a)** Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: ***Smart City***.
25. Due to the cost of processing checks, any refunds due in the amount of $10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2012 - 044 -

ORDER ON LINE: https://www.smartcitynetworks.com/order/center.aspx?center=044

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Smart City-044NT 7/11/11

Network Security Declaration

Center: Long Beach CC (044) - CA **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2012 - 044 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

Floor Plan – Communications Cable

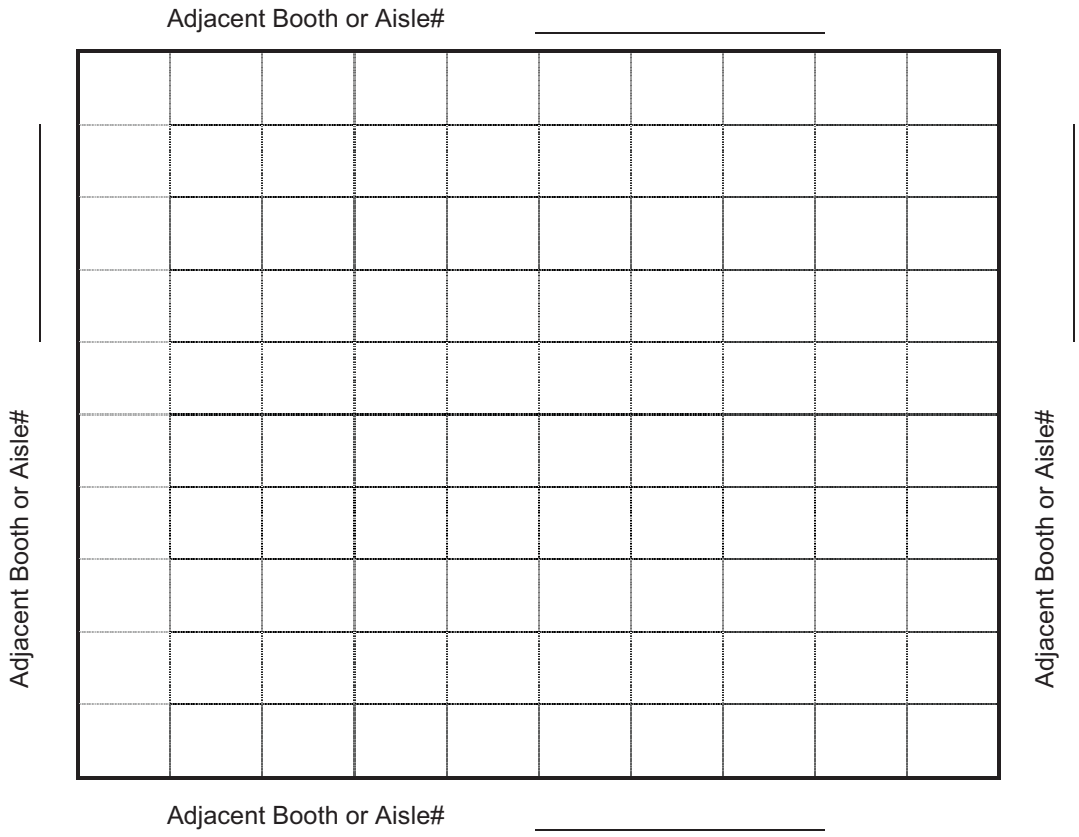
Center: Long Beach CC (044) - CA **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2012 - 044 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

REGISTRATION CONTROL SYSTEMS

Lead Retrieval Order Form

ITEM	Early Bird Thru 6/19	Advance 6/20-7/24	On-Site 7/25-8/9	QUANTITY	TOTAL
HAND HELD UNITS:				(Prices quoted in U.S. dollars only)	
☐ ***ExpoAccess*** - Quick Scan mode (Includes real time leads online - no download required) ***Includes Unlimited QR Code Builder**	$ 250.00	$ 325.00	$ 400.00	X_____ =	$_____
Upgrade ExpoAccess to qualify mode	$ 100.00	$ 130.00	$ 160.00	X_____ =	$_____
Delivery & pick-up (Please provide an on-site mobile phone number below to schedule your delivery)			$ 125.00	X_____ =	$_____
☐ ***ExpoScan*** - Provided with 1 download (Data is available online after the event)	$ 325.00	$ 425.00	$ 520.00	X_____ =	$_____
Add Printer	$ 100.00	$ 130.00	$ 160.00	X_____ =	$_____
Lead file on memory stick (price includes USB memory stick)	$ 50.00	$ 65.00	$ 80.00	X_____ =	$_____
SMART PHONE APPLICATION:					
☐ ***ExpoSmart*** - Lead Retrieval App (Compatible with Blackberry 6.0, Android 2.2, and iPhone with autofocus camera) ***Includes Unlimited QR Code Builder**	$ 149.00	$ 199.00	$ 249.00	X_____ =	$_____
ExpoNexGen SERVICES:					
☐ ***QR Code Builder*** Create one (1) unique QR code for your company that attendees can scan.			$ 9.99	X_____ =	$_____
☐ ***Unlimited QR Code Builder*** Create unlimited unique QR codes for your company that attendees can scan.			$ 19.99	X_____ =	$_____
				TOTAL	$_____

ORDER ONLINE for IMMEDIATE SAVINGS! www.rcsreg.com/leads/saac2012es

CONTACT INFORMATION

Name_____ Booth #_____

Company_____ Mobile Phone_____

Address_____

City, ST, Zip_____ email_____
(email **receipt** will be sent once order is processed)

Country_____ email_____
(email **confirmation** will be sent once order is processed)

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

Credit Card - Orders must be processed online or call 805-654-0171

Check (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**
Mail completed form with check to:

EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
1833 Portola Rd., Suite C
Ventura, CA 93003

Phone: 805-654-0171
eMail: exhibitorserv@rcsreg.com
Orders must be pre-paid.
No purchase orders will be accepted.

To ensure availability, order early.
No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
Please return units within one hour of the close of the event.
Non-returned units recovered by RCS will be charged a full delivery charge.
Lost or damaged units will be charged a replacement fee of $1,800.00.

ORDER ONLINE - www.rcsreg.com/leads/saac2012es

PLEASE RETAIN A COPY FOR YOUR RECORDS

LEAD COLLECTION CHOICES THAT ARE RELIABLE AND EASY TO USE

REGISTRATION CONTROL SYSTEMS

EXPOACCESS

The **ExpoAccess** is a Web enabled wireless mobile lead collection device and real-time web page lead management system. This new technology concept uses the java enabled color Blackberry platform to transfer data from an attendee's badge to an exhibitor's personal event web site. All leads can be custom qualified using the web site for personalization. Using this RCS system, exhibitors do not need to carry away a CD or memory stick or wait in line to download or "retrieve" data at the end of the event. The wireless enabled mobile unit delivers all the sales lead data in real-time to a secure exhibitor web site with online password protected access by the exhibiting company's personnel. The Web enabled ExpoAccess mobile unit provides a totally new approach to lead collection, management and follow-up. Data can be accessible at the web site for up to 90 days after the event.

The **Qualify Option** allows easy selection of qualifying criteria for each lead by use of the Blackberry mouse.

EXPOSCAN

The **ExpoScan** is the latest in improved Lead Generation Systems. ExpoScan makes it easier to collect your leads and more effectively use these leads to increase sales revenue and expand the scope of your business.ExpoScan is a compact, mobile integrated badge reader with internal memory that does not require an electrical hookup. It has the option of an external Bluetooth printer. ExpoScan stores each lead in its memory and these leads are then made available on a secure password protected web site. At the end of the show just drop off the ExpoScan unit and the data will be immediately downloaded to your secure web site for your continual use for up to 90 days after the show. No waiting to download your data on-site or having the possibility of your leads getting lost.

EXPOSMART

The **ExpoSmart** allows the exhibitor to use their personal Android 2.2, Blackberry 6.0, or iPhone with autofocus camera for lead management. The Exhibitor downloads the ExpoSmart application to their smart phone prior to the event, eliminating the need to pick up or return equipment once they arrive on-site. With ExpoSmart, the exhibitor simply scans a QRCode printed on the badge. ExpoSmart offers all of the same real-time web page lead management and custom qualification features as the ExpoAccess.

ExpoNexGen

The **ExpoNexGen** QR code builder is used to create a unique QR code for your company that contains a link to your own website portal. Enhance your sales lead gathering from just a "badge scan and follow up" technique to include QR Codes and modern Smart Phone Application technology. Track attendees that visited your booth and any products they were interested in by using the EXPOSMART and the MYEXPOCART Smart Phone applications. Once the QR code is generated just print it out and display the QR code prominently in your booth, incorporate it into your literature or product offerings, or both. Attendee's who are using the MYEXPOCART Smart Phone application can scan the QR code with their Smart Phone.

Exhibitors who order **ExpoAccess** or **ExpoSmart** from RCS can print as many different QR codes as they like. You will also know which attendees captured the QR Code in your booth.

Exhibitors who choose not to order lead retrieval can still use the QR code builder for a fee which will allow you to provide information to the attendees electronically. If you do not order lead retrieval from RCS you will not know who scanned your QR Code, but the attendee will be able to follow up with you if they choose to do so.

QUICK CHOICE GRID

	Data Storage/Downloads	Lead Printing Options	Qualifier Options	Capacity	Power	PC Required
ExpoAccess	Leads are stored on exhibitors personal web site in real time	Leads can be printed from web site	10 customized qualification questions with 10 answers each on web site (included)	Unlimited	Rechargeable Battery (no electricity required)	NO
ExpoScan	Leads can be downloaded to web site or memory stick	Lead prints on 4" paper roll (optional)	N/A	1,500 Leads	Rechargeable Battery (no electricity required)	NO
ExpoSmart	Leads are stored on exhibitors personal web site in real time	Leads can be printed from web site	9 customized qualification questions with 10 answers each on web site (included)	Unlimited	Exhibitors phone charger	Smart Phone

FOR MORE INFORMATION
Call our RCS Exhibitor Services Desk at 805-654-0171
eMail: exhibitorserv@rcsreg.com

REGISTRATION CONTROL SYSTEMS - 1833 Portola Rd., Suite C, Ventura, CA 93003

REGISTRATION CONTROL SYSTEMS

ExpoNexGen QR Code Builder

Combining the ExpoSmart and ExpoCart Technologies

Do you want to make the most of your booth space at The SAAC Show and the time you have with clients and potential customers? **ExpoNexGen allows you to expand your contact with potential customers at no additional cost.** If you have felt that there are times when you've missed out on a lead because you were busy and not able to contact every potential customer then you should consider using RCS's ExpoNexGen services.

When you use ExpoAccess by Registration Control Systems (RCS) the *ExpoNexGen* QR Code Builder is provided *free of charge*. It allows new lead retrieval opportunities for you as an Exhibitor through the use of QR Codes accessed by Attendees Smartphones.

What are QR Codes? QR Codes are internet links that, when used with the RCS *MyExpoCart* smartphone application, can direct attendees to your website or a specific page on your own website. Your QR Code can provide detailed information about specific products or services you provide, giving the attendee the opportunity to learn more about you and your business and giving you that lead.

By using the RCS *ExpoNexGen* QR Code Builder the exhibitor/attendee relationship is taken to a whole new level. It combines the ExpoSmart and ExpoAccess lead retrieval tools *to benefit you* as an Exhibitor. You can gather leads directly from attendees in the customary fashion by scanning the attendee's badge. You will also be able to utilize Registration Control System's customized *ExpoNexGen* QR Code Builder for your booth, which allows attendees who are using the *MyExpoCart* App on their own Smartphone to scan YOUR QR CODE as they pass by your booth.

Attendees can download the *free* *MyExpoCart* App for their BlackBerry, iPhone or Android Smartphone. As they walk the show floor and see things they find interesting they can scan QR Codes to gather as much information as they want. No longer do they need to carry large bags full of written materials, pamphlets, handouts and brochures. All of the information goes directly to their cloud-based, *personalized* and *secure* *MyExpoCart* App. Once an attendee scans your QR Code your leads database is updated to show how many times a QR Code has been scanned and which the attendee scanned it.

With *ExpoNexGen* you can keep every interested lead alive!

IAEE Member — Conducting Business Professionally with Honesty & Integrity

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SHORT TERM
PLANT RENTAL, INC.
448 Terraine Avenue
Long Beach, CA 90814
(562) 494-7777
Fax (562) 498-3800
www.shorttermplantrental.com

SPECIALTY ADVERTISING ASSOCIATION OF CALIFORNIA

Long Beach Convention Center

August 8-9, 2012

QUALITY AND SERVICE	Cost Each	Quantity	Total
RENTAL			
3 Foot Green Plant	**45.00**		
4 Foot Green Plant	**55.00**		
5 Foot Green Plant	**65.00**		
6 Foot Green Plant	**75.00**		
8 Foot Green Plant	**100.00**		
Boston Fern Regular	**30.00**		
Boston Fern Large	**40.00**		
Regular 6" Ivy	**30.00**		
Large 8" Ivy	**40.00**		
Regular 6" Pothos	**30.00**		
Large 8" Pothos	**40.00**		
BLOOMING PLANTS			
Chrysanthemums Yellow	**30.00**		
White	**30.00**		
Lavender	**30.00**		
Bromeliads	**40.00**		
Azaleas (seasonal)	**40.00**		
Kalanchoe	**40.00**		
PROFESSIONAL FLORAL SERVICE			
Cut Flower Arrangement 16" high	**75.00**		
Cut Flower Arrangement 24" high	**95.00**		
Long Stem Roses	**95.00**		
Bubble bowl	**30.00**		

TOTAL PLANTS AND FLOWERS ..... _____

ADD 8.75% SALES TAX ..... _____

TOTAL INCLUDING SALES TAX ..... _____

ACCOUNT #

SHOW ID # 7804-12

SPECIAL SERVICES AVAILABLE ON REQUEST
call us at (562) 494-7777
Floral Arrangements, Hospitality Suites, Luncheons and Banquets

DESIGNER SERVICE
Our designers will be glad to make suggestions for your exhibit at no extra charge.

ALL PRICES INCLUDE:
- **Installation**
- **Servicing**
- **Top Dressing**
- **Decorative Containers**
- **Removal at end of show**

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS
Please check one
☐ **WHITE**
☐ **BLACK**

PAYMENT POLICY
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW

RETURN THIS ORDER FORM WITH CHECK TO SHORT TERM PLANT RENTAL, INC
OR FAX WITH CREDIT CARD INFO TO (562) 498-3800 or EMAIL tim@shorttermplantrental.com

Company _____ **Phone** _____
Address _____
City _____ **State** _____ **Zip** _____
Party in Charge _____ **BOOTH #** _____
Authorized Signature _____
Credit Card _____ **Visa** _____ **M/C** _____ **AmEx** **Expiration Date** _____
Card Number _____ **GES**

SAAC SHOW PHOTOGRAPHY EXHIBITOR ORDER FORM

Jonmichaelphoto@gmail.com 818.317.0205

Available Photography Services

Exhibitor Booth Documentation **$200**
(Includes overall wide shot of booth and detail images)

Exhibitor/Booth Staff Environmental Portait **$75 or $50 W/Booth Documentation**
(Posed portrait of one or more people in booth space)

All files will be sized for web use (1500 Pixels on the longest side @ 72 DPI) unless specifically requested.
(Includes unlimited non-exclusive usage rights for web/digital media)
Images files will be delivered over the internet via Dropbox no later than 7 business days after closing day of show

High Resolution Files for Print Media are available for an additional **$50 per image**
(Includes unlimited non-exclusive usage rights for print media)

Please email or call for a quote on additional photography services including but not limited to:
Corporate Headshots, **Product Photography**, **Retouching & Photoshop Services**

For examples from last years show please visit **www.saac.net** or for even more examples visit **www.flickr.com/photos/saac-california/sets/72157627560303803/**

To order photography services for the 2012 SAAC show please send an email to Jonmichaelphoto@gmail.com and include the following information:

Exhibitor Name and Booth #, Onsite Contact and Cell, Services Requested and Exhibitor Email (For image delivery)

The SAAC Show 2012
Long Beach Convention Center
August 8-9, 2012
Computer
Order Form

PROJECTION

Desktop PCs include 17" flat screen Display.

The Saac Show

PC Compatibles	Qty	Advance Rate see deadline>	Regular Rate	Total
Pentium 4, 2 GHz, 1gb Ram, 80Gig HD,48 X DVD CDRW. Ethernet, Mouse & Keyboard.		$275	$325	
Pentium 4, 2 GHz, 2gb Ram, 120Gig HD, 48 X DVD CD RW, Ethernet, Mouse & Keyboard and 802.11 adaptor		$325	$400	
Mac Desktop Computers Upon Request		CALL	CALL	

Laptop Computers	Qty	Pre-Show Rate	On-Site Rate	Total
P 4 1Ghz, 256 Mb, 40Gig HD, CD/DVD, Ethernet, Mouse & Keyboard.		$450	$500	
P4,2Ghz,1Gb ram, 80Gig HD,DVD RW -CD RW,Wi-Fi 100 Base T, Mouse, Cable Lock		$475	$525	
Apple I-Pad Tablet Computer		$475	$525	
Apple I-Pad 2 Tablet Computer		$525	$575	
Mac Book Laptops Upon Request		CALL	CALL	

Computer Display Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
Video / Data LCD Projector (3000 Lumens , S-XGA)		$375	$450	
VGA Distribution Amplifier		$75	$90	
17" LCD Flat Screen Display		$75	$90	
20" LCD Flat Screen Display (Data Only)		$175	$210	
23" LCD Display Panel (16:9 Ratio) with speakers		$375	$450	
32" LCD Display Panel (16:9 Ratio) with speakers		$525	$630	
42" Plasma Display Panel(16:9 Ratio)		$600	$720	
50" Plasma Display Panel(16:9 Ratio)		$700	$840	
60" Plasma Display Panel(16:9 Ratio)		$950.00	$1,140.00	
Plasma Slim Mount Speakers (regular fidelity)		$125	$150	
Plasma EAW Speaker System (Hi-fidelity)		$500	$600	
Plasma Display Floor Stand Shelf		$75	$90	
Plasma Display Floor Stand 72"		$125	$150	

Printers	Qty	Pre-Show Rate	On-Site Rate	Total
H.P.. Laser Jet 4M / 5M / 4000 Printer		$275	$330	

Accessories	Qty	Pre-Show Rate	On-Site Rate	Total
8 Port Ethernet Hub (10/100 Base - T)		$75	$90	
Folsom Image Pro Scaler/Scan Converter/Switcher		$350	$420	
Computer Stereo Speakers with Sub		$75	$90	
DVD Player (code free)		$150	$180	

Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL:	1
DELIVERY/SET-UP/PICKUP: (20% of line 1 or $120.00 minimum)	2
DRAYAGE: (15% of Equipment line 1)	3
SUBTOTAL: (add lines 1 through 3)	4
STATE SALES TAX: **8.75% of Subtotal**	5
TOTAL DUE	6

Method of Payment

: CHECK ONE

Card Number:

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp Date ___ / ___

Cardholder's Name (as appears on card):

Cardholders Signature:

American Express ☐
Visa ☐
MasterCard ☐
Check (US Only) ☐
Wire Transfer (US) ☐

Only orders received **before July 8, 2012**
Can use the the **"Advance" SHOW RATE.**
Exhibit Dates: August 8-9, 2012

Customer Information

PLEASE PRINT

Firm Name:
Address:
City:
State: Zip Code:
Ordered By:
Telephone:
Fax:
e-Mail:

Information for Delivery

Exhibit Booth#:
On Site Contact:
Ph.-Cell-Pager:
Delivery Date: Time:
Signature:

Representative **MUST BE** on-site at above for Delivery.
Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.

Ordering Instructions

- Charges for requested items selected are for the **Entire Event**. Submit your request prior to set - up. **No Equipment Charges** for set - up one day prior to the event.
- Include applicable Sales Tax on equipment and/or labor. **Tax Exempt Certificate** must be on file for the **State of California** to claim status
- **Installation / Dismantle Fee** includes delivery, install, maintenance and dismantle. **Contact 562 / 499 - 7675** for in-booth operation.
- **Cancellation** of equipment ordered must be received **72 hours prior** to delivery date to avoid a one day charge. If delivered, **100%** of charges will apply.
- Call **562-499-7677** with questions , or email your completed order to : msolis@projection.com

Processing

Fax: (562) 499 - 7683
Call (562) 499 - 7677 to confirm fax receipt

PROJECTION

Long Beach Convention Center
300 East Ocean Blvd. Long Beach, CA. 90802
Sales Phone: (562) 499 - 7677 Fax: (562) 499 - 7683
tallen@projection.com

Specialty Advertising Association of California

Long Beach Convention Center, Halls A & B
August 8 - 9, 2012

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